



Leeward YMCA  
94-440 Mokuola Street  
Waipahu, Hawaii 96797  
Revised 07/01/2021  
Kid's Prep Preschool

## Preschool Operating Policies / Parent Handbook 2021 - 2022

### General Information

#### Our Mission

The YMCA of Honolulu is a fellowship dedicated to putting Christian principles into practice through programs that build healthy spirit, mind and body for all.

#### Our Focus Areas

Youth Development  
Healthy Living  
Social Responsibility

#### Our Core Values

The YMCA's core values serve as the foundation for all of its programs. The YMCA of Honolulu strives to incorporate the four core values into all of its programs, activities, and interpersonal interactions taking place at the YMCA branches.

- *Caring*: to demonstrate a sincere concern for others, for their needs and well-being.
- *Honesty*: to tell the truth, to demonstrate reliability and trustworthiness through actions that are in keeping with my stated positions and beliefs.
- *Respect*: to treat others as I would want them to treat me, to value the worth of every person, including myself.
- *Responsibility*: to do what is right—what I ought to do, to be accountable for my choices of behavior and actions and my promises.

#### The YMCA strives to be:

- *Inclusive and diverse*. Our mission calls us to build healthy spirit, mind, and body for all. We welcome all people regardless of age, race, ethnic heritage, mental or physical ability, gender, sexual orientation, work background, marital status, military experience, religious beliefs, education, income, parental status, or geographic location.
- *Accessible to everyone regardless of their ability to pay*. We will do our best to make sure that no one is turned away solely because of their inability to pay. We will seek contributions from the community so that we can provide financial assistance to those who lack the resources to pay for our programs. However, financial assistance dollars may not be available at all times.

- *Focused on long-term, lifetime relationships.* To improve, change, and save lives, we seek to link up with people and work with them throughout their lives. Long-term relationships make it possible for us to have a lasting, positive impact on our members and participants.

### History

For over 100 years the YMCA has been meeting the needs of children, adults, and families in our community. Since 2014, the Leeward YMCA has offered a part-time, well-balanced, child-centered program focused on the developmental needs of children age 2-5. The program is committed to serving a wide variety of families without regard to race, creed, color, national origin, or financial ability. The new *licensed Kid's Prep Preschool* offers school year child care for preschool children over 2 and under 6 years of age with the option to enroll in a summer session. Our program aims to be family centered, involving parents and other family members as partners in the child care experience. A major objective of the YMCA is to strengthen and support family life. YMCA programs for children and youth are an ideal way to accomplish this objective. We believe that the healthy growth and development of the children entrusted in our care will be achieved when our program staff works in partnership with their parents and family members. All those involved have an important and vital role in the lives of children and in providing them with safe, healthy and nurturing home and school environments.

The Kid's Prep Preschool is designed to provide a safe, nurturing environment where children develop skills to help them to learn the social and basic pre-academic skills for successful kindergarten readiness. We believe that young children learn best through play with plenty of opportunities for new experiences. Our classroom is arranged in learning centers with carefully selected activities to support healthy growth and development in all developmental domains: Physical, Social/Emotional, Language and Literacy as well as Cognitive. The development of our curriculum is guided by the Hawaii Early Learning and Development (HELP) Standards.

### **About The Kid's Prep Preschool Program**

#### Our Program Goals

We have developed specific goals and curriculum that are developmentally appropriate in the four developmental domains: physical, social/emotional, language/literacy, and cognition. We encourage parents to discuss their child's progress with the staff and to communicate any questions or concerns.

#### Our Program Philosophy

At the Kid's Prep Preschool we strive to:

- Create and foster a home-like environment that allows children to feel comfortable and safe while developing close relationships.
- Support, empower, encourage and cultivate each child to recognize their own personal value.
  - Incorporate a culturally diverse curriculum that represents Hawaii's richly diverse demographic.

- Provide enriching experiences through the immersion of arts, culture, music, creative expression, and literature with opportunities for exploration and discovery and environmental awareness.
- Foster enjoyment in activities that support physical development.

Hours of Operations

Full-time preschool:	8:00 a.m. – 3:00 p.m.	Monday – Friday
Part-time preschool:	8:00 a.m. – 11:30 a.m.	Monday - Friday
Extended morning care:	7:00 a.m. – 8:00 a.m.	Monday – Friday
Extended after care:	3:00 p.m. – 5:30 p.m.	Monday - Friday

For safety precautions, children must be signed in and out of the center by an authorized person whose name is on file in the center office. Parents must make the necessary arrangements in advance if for any reason they cannot pick up their child by the end of their class time. Extended morning and after care requires prior registration (no drop-in service) and will only be offered if the minimum enrollment and staffing requirements can be met.

The center will be closed on all Federal and State holidays, as well as Christmas Eve and New Year’s Eve.

Admission Procedures and Policies

To assure the best possible experience for children and parents, we recommend a pre-registration interview with the Preschool Staff and a tour of the center facilities. An appointment can be made by calling 808-671-6495. Registration packets are issued at the pre-registration interview.

To register, completed applications must be turned in along with the first month’s tuition.

An enrollment packet will be sent to you to confirm the registration of your child. Forms included in the enrollment packet will need to be completed and returned to us by the appointed time. All forms must be filled out completely and submitted along with documentation that the required immunizations are up to date before your child can be admitted into our program. Returning student files must be reviewed by the parent to make sure all information is current. Please keep all names and phone numbers and addresses current throughout the year. Notify the Center of any changes.

Children are accepted into the preschool program for one school year (August – May) with the option to enroll in the summer and intersession programs for an additional fee. Re-enrollment procedures must be completed each year for placement to be maintained for the following year. If for any reason you decide to withdraw your child from the center, we will need a 30-day written notice.

Although most children adjust and find our preschool program to be a positive experience, occasionally we may find that the program may not be the right fit for the specific needs of a child. Should this occur,

the program staff will work closely with parents to make adaptations or to discuss possible alternatives (See “Withdrawals” for additional information).

### Admission Requirements

Children over 2 and under 6 years of age are eligible for admission to the Leeward YMCA Preschool Program. All children **must** be toilet trained or in the process of toilet training prior to the start of program. Hawai'i State Law requires all students to meet physical examination (must be completed within one year before first date of attendance), immunization, and tuberculosis clearance requirements before they may attend a childcare facility, preschool, or public/private school in the State. Completed enrollment packets including DOE “Student’s Health Record” Form 14, DHS “Early Childhood Pre-K Health Record Supplement” Form 908, and DOH “TB Document F: State of Hawaii TB Clearance Form” must be submitted prior to the start of program.

The State of Hawaii requires the following immunizations for childcare or preschool attendance:

- Diphtheria – Tetanus – Pertussis (DTaP)
- Haemophilus influenza type b (Hib)
- Hepatitis A (Hep A)
- Hepatitis B (Hep B)
- Measles – Mumps – Rubella (MMR)
- Pneumococcal Conjugate Vaccine (PCV)
- Polio (IPV)
- Varicella (chickenpox)

For more information, please visit the Hawai'i Department of Health Immunization Branch and Hawai'i Department of Health Tuberculosis Control Branch websites.

### Non-Discrimination Policy

Families are welcomed from all ethnic, racial, and national backgrounds. The YMCA does not discriminate against families or children based on background, race, color, creed, gender or disability. The YMCA board and staff are committed to meeting the needs of a diverse population and welcome all families to our program.

### Tuition Payments (See “Attachment A” for Tuition Schedule)

Tuition can be paid either year in full with credit card, check, or cash prior to the start of program or in quarterly or monthly installments on the first of every month through YMCA electronic funds transfer only. All fees are based on enrollment, not attendance. The fees hold your child’s place at the center. At the time of registration, a manual payment must be submitted for the child’s first month of program. There are no pro-rations for breaks, holidays, and non-attendance.

### Electronic funds Transfer (Automatic Draft System)

Electronic funds transfer allows you to authorize the YMCA to automatically charge your child's quarterly or monthly program fees to either your credit card or your checking/savings account. A completed Draft Authorization form along with a voided check/savings slip (checking/savings account

drafts only) is all that is needed to begin this process. Please see the Reception Desk for enrollment forms.

#### Insufficient Funds Service Fees

An additional fee of \$25.00 will be assessed for insufficient, returned or cancelled funds. In the case of insufficient funds, acceptable methods of payments are money order, cashier's check, or cash due by the fifth day of the month. A \$5.00 late charge shall be imposed for each program day a payment is overdue. If payment has not been received within the first five (5) program days of the month, the child shall be withdrawn from the program on the sixth (6th) program day. Payments should be made out to the Leeward YMCA.

#### Late Pick-Up Fees

There is a charge of \$5.00 for every five minutes (or any fraction thereof) of care to be assessed for parents arriving after the end of class time (11:30 a.m. for children enrolled part-time and 3:00 p.m. for children enrolled full-time). Please have exact amount available as our staff do not have access to change.

#### Additional Fees

There are additional fees for parents who wish to enroll their child in the optional Extended Before School Program (7:00 a.m. – 8:00 a.m.), optional Extended After School Program (3:00 p.m. – 5:30 p.m.), and optional Intersession (Spring, Fall, Winter) and Summer Sessions. The YMCA may also offer enrichment programs outside of the pre-school curriculum that will have a fee attached that are optional for the parent. This is in addition to the monthly pre-school fee. An example would be pre-school swim lessons.

Field trips may also have an additional fee that would cover admissions or other costs associated with the field trip that must be paid for before the trip.

\*\*Tuition and fee amounts subject to change.

### **Withdrawals**

#### Voluntary Withdrawal

If it becomes necessary for you to withdraw your child, a 30-day written notice is required. Your 30-day advance written notice will allow us time to notify the next child on our wait list and arrange for his/her enrollment after your child's last day.

If you participate in the draft system, a 30-day written notice will be required by the 1<sup>st</sup> of the month to stop payment for the upcoming month. (I.e. notice on April 1<sup>st</sup> is required for a May withdraw).

#### Involuntary Withdrawal

The Kid's Prep Preschool staff will make all reasonable efforts to help your child succeed in our program. However, when it is determined that this is not possible, the Leeward YMCA reserves the right to advise you of possible alternative programs for you to consider and to terminate your child from our program. In instances where the safety and well-being of your child or others is of concern, immediate termination may be necessary.

Reasons for involuntary withdrawal may include, but are not limited to:

1. Non-payment of tuition and/or fees.
2. Behavior that is disruptive to the daily program routine.
3. Failed efforts to resolve differences with parents/guardians on program policies and procedures.
4. Behaviors by parents/guardians that are deemed inappropriate and/or threatening to other children or staff or to other parents, guardians or adult participants in our program activities.

#### Refund Policy

Because we plan for a child to remain enrolled with us for an entire school year, tuition is charged for the entire month regardless of whether or not the child will be in attendance. The YMCA will not issue a refund for any unused days of the month due to voluntary or involuntary withdrawal, illness, trips or other reasons for non-attendance.

#### Re-Enrollment

Enrollment into the preschool program is for a period of one school year (August - May). At the end of this period, parents will be notified that it is time for re-enrollment. For children who have been withdrawn and wish to return, re-enrollment into our program will require the submission of a new registration form and all other enrollment requirements. Should our preschool spaces be filled, re-enrollees will be placed on the wait list. Any outstanding debts must be paid before re-enrollment will be permitted.

#### Program Information

##### Group Size and Staff to Child Ratio

The Kid's Prep Preschool is licensed to operate for children over 2 and under 6 years of age. Group size and child ratio's meet the Hawaii Child Care Licensing regulations which will provide a high quality enriching early childhood program. The classroom will be staffed according to DHS guidelines of no more than 1 staff to 8 children. There will be a maximum of 21 children enrolled in the classroom.

##### Provisions for Special Needs

The Leeward YMCA is equipped with a ramp for any special physical needs to allow access into the Leeward YMCA. If a child has special needs in regards to other physical or mental abilities, the YMCA will, to the best of our ability, incorporate the child into all activities. Modifications to planned activities

will be made to the extent in which it does not fundamentally alter the nature of the program or result in an undue hardship for the YMCA.

### Licensing and Evaluation

The Kid's Prep Preschool is licensed by the Department of Social Services, State of Hawaii. The center meets all requirements of this licensing process and is always open to unannounced visits by licensing personnel and parents.

### Staff

The staff comprises of both professional and paraprofessional caregivers. Staffing for the Leeward YMCA Preschool meets the licensing requirements related to age, educational background, continuing education, and caregiver-child ratio. Staff members are selected based on their qualifications; skills; and concern for the health, safety, and development of young children. We provide regular, ongoing training in child development and child care techniques for all staff members. All staff receive instruction in CPR and first aid certification.

### Disclosing of Information

Information pertaining to an individual child shall not be disclosed to persons other than the facility's staff, unless written permission for disclosure is granted by parent or guardian, or an emergency contact.

### What Your Child will Need to Bring to School

- 1) Wet wipes
  - 2) At least one change of clothes. Please label all items.
  - 3) A blanket/sleeping mat for the child during quiet and rest times (full-time students only)
  - 4) A jacket
  - 5) Foot wear for outdoor play
  - 6) A daily lunch and at least 2 daily snacks (morning and afternoon) for children enrolled in full day program with or without Extended Before School or Extended After School Program
- OR**
- At least 2 daily snacks for children enrolled in just part-time program
  - 7) A daily water bottle
  - 8) 3 Composition books (ruled)

Please do not send your child to school with toys or other personal items other than what is listed above without permission from the Center Director. Personal items can be lost, broken, or pose a danger to your child or others. The toys and equipment at the center have been specifically selected to be stimulating, educational, fun, and safe for children.

### Drop Off and Late Pick Up

Children may be dropped off no earlier than 7:00 a.m. for extended care and 8:00 a.m. for regular care. All children must be signed in with the teacher on duty.

Children must be picked up no later than 11:30 a.m. for part-time care, 3:00 p.m. for regular care, and 5:30 p.m. for extended care. A charge of \$5.00 for every five minutes (or any fraction thereof) of care is assessed for parents arriving late.

### Helping Your Child at Drop off Time

Learning how to separate gracefully can help your child grow in competence and independence. Beginning preschool can prepare children for future separations, such as transition to Kindergarten, and are continually a part of each person's life. Although beginning preschool is a big step, you are still the most important adult in their young child's life.

Children vary greatly in the length of time they need to separate successfully. Your child will separate from you more easily if you express consistency, reassurance, and a willingness to let go – even if you're feeling a little sad and nervous, too. You are welcome to call later to see how your child is. We will try to build the children's trust by relating to them in such a way that they feel cared about and respected as individuals. We will help them to feel safe in their new environment as we establish our routine. It is permissible for a child to bring a comfort toy, usually a stuffed animal, while the transition to preschool is being made.

### Discipline

Discipline at the center is based on understanding the individual child's needs and stage of development. Our goal is to develop self-discipline, responsibility for self, and respect for others. It is based on using positive reinforcement, reasonable expectations, logical consequences, distraction and diversion, and, if necessary, supervised removal from the group for short periods. We never administer physical punishment. Rules are simple and we explain them to children. Staff is cognizant of the environment and helps to prevent potential problems.

### Daily Schedule

The following is a sample daily schedule. Daily schedules are subject to change during the year to adjust to the children's needs.

7:00 a.m. – 8:00 a.m.	Drop off for Extended Care – Arrival, Learning Centers
8:00 a.m. – 8:30 a.m.	Drop off for Regular Care – Welcome, fine motor skills practice
8:30 a.m. – 8:45 a.m.	Morning Circle Time: Songs, warm up with different exercises/stretchers Talk about/Recap: Current focuses, Letter sounds, numbers, calendar, colors, shapes, peer counting & identifying, weather
8:45 a.m. – 9:00 a.m.	Bathroom break / Wash-up for snack
9:00 a.m. – 9:15 a.m.	Morning snack time
9:15 a.m. – 9:30 a.m.	Learning Centers
9:30 a.m. – 10:00 a.m.	Small group activity rotations

10:00 a.m. – 11:15 a.m. Bathroom break, outdoor play (group rotation)  
11:15 a.m. – 11:30 a.m. Bathroom break / Wash-up for Lunch Time/Snack time for part-time children  
11:30 a.m. Departure for part-time children  
11:30 a.m. – 12:00 p.m. Lunch Time / Bathroom break  
12:00 p.m. – 12:15 p.m. Learning Centers  
12:15 p.m. – 12:30 p.m. Bathroom break  
12:30 p.m. – 2:00 p.m. Rest / Quiet Time  
2:00 p.m. – 2:15 p.m. Bathroom break / Wash-up for snack  
2:15 p.m. – 2:30 p.m. Afternoon snack time  
2:30 p.m. – 3:00 p.m. Afternoon Circle Time: Rhymes, Songs, Music and Dance, Learning Centers, Departure  
3:00 p.m. – 5:30 p.m. Extended Care: 30 minutes of outdoor play, departure

### Monthly Themes

A different theme is given to each month to give it a focus. It helps create a stimulating environment for your child and keep alive his or her natural sense of wonder. We will strive to expand your child's horizons by introducing new ideas, giving fresh challenges and nurturing your child's development in all areas. We integrate literature, art, music, math, and science activities within the theme. Our curriculum development is guided by the Hawaii Early Learning and Development (HELDS) Standards.

### Field Trips / Excursions

If the YMCA plans a field trip, the parent or guardian must sign and return a parental permission slip for each field trip. An additional field trip fee may be required for admissions or other costs associated with the field trip.

### Transportation

Transportation for field trips will be provided by our YMCA buses or contracted transportation services.

### Incursions

The YMCA may also have occasional guests/agencies come to our program that will provide entertainment and/or educational experiences. These are referred to as "incursions". Incursions may require a parental permission slip if the provider has the child involved with the presentation. Center staff remain with the children during incursions at all times.

### Parental Permission

Each parent or guardian will sign a parental permission slip each time for any activity outside of the facility. Incursions may require a parental permission slip if the provider has the child involved with the presentation.

### Personal Belongings

Each child is given a personal cubby to use during the year. These cubbies are for the children's use and are where their lunches, extra clothing, and jackets will be kept. The use of the cubbies encourages the children's sense of responsibility and independence. On the first day of school we ask that you bring along extra change of clothing (labeled with child's full name): pants, shirt, underwear, and socks. These should be washable and that can be easily put on (e.g. pull up pants versus snaps and buckles). You will need to check these items throughout the year to ensure that they still fit and are season-appropriate. Should we need to change your child we will send home the soiled clothing. Please send in a clean replacement set the next day. Items such as toys, play jewelry, games, and other personal belongings are not permitted without permission from the Director.

### Nap Procedure

Children are encouraged to rest on a cot during naptime. The nap period is approximately 1.5 hours long after lunch time. Staff will try to make the time pleasant and restful by dimming the room and playing soft music.

Please send a clean small blanket/sleeping bag for your child to use. These will go home every Friday for washing and brought back on Mondays.

### Snack & Meals

We highly encourage parents to follow YMCA's Healthy Eating and Physical Activity Standards. Parents must provide a refillable water bottle, nutritional daily lunch, and daily morning and afternoon snacks for children enrolled in full day program with or without Extended Before Care Program or Extended After Care Program and at least two daily snacks along with a refillable water bottle for children enrolled in just part-time program. Parents should avoid sending beverages that contain added sugar, and instead choose options such as 100% fruit juice, or non-fat milk. Lunch is a special time and will be a time for our preschoolers to sit with their peers and teachers to eat together and converse with each other.

We strongly recommend that snacks and lunches are healthy and represent at least three of the food groups. Typical snacks and lunches are:

#### Protein

Cheese slices  
Tuna fish  
Soy  
Tofu  
Sliced turkey or ham  
Egg  
Diced chicken

#### Produce

Carrot sticks  
Celery  
Apple  
Cantaloupe  
Cucumbers  
Plum  
Peach

#### Carbohydrate

Pasta  
Rice  
Bread  
Crackers  
Bagel  
Muffin  
Tortilla

Please note: The Leeward YMCA preschool is a NUT FREE PROGRAM. Due to safety precautions, we are unable to heat any of the children's meal items. Items such as candy, soda, and other foods which lack nutritional value are not allowed. Information on any food allergies your child may have must be in writing to the Center Director.

#### Breakfast

Please make sure to feed your child breakfast before they come to pre-school. It is important for your child to start the day off with a healthy breakfast.

#### Birthday Celebrations

Children love to celebrate their birthdays with their school friends. We encourage these celebrations and plan for them! Each birthday child is made to feel very special. If you would like to make a special celebration at school, please discuss this in advance with your child's teacher. When sending in goody bags, age appropriate non-food items or healthy snack items are encouraged. Your child's teacher will be able to assist you with suggestions.

Should your religious beliefs restrict your child from participating in birthday or holiday celebrations, please notify the Center Director in advance. This will ensure that your child can be engaged in an alternate activity and be properly supervised.

#### Parent Communication

Parents will receive communication, such as incident reports, newsletters, billings, and other information on a regular basis. Information may go out through our online communication systems or by memos.

#### Incident Reports

Parents will be called for all incidents that involve the injury or potential injury to the neck and head areas. If the injury appears to need medical attention, the parent or guardian listed on the emergency list will be contacted.

The 911 emergency number will be called for an ambulance or paramedic assistance when deemed necessary by the staff. Your child will be taken to the nearest hospital. Parents will be called immediately. A staff member will accompany your child until your arrival.

#### Health Policy

The center is licensed and equipped to care for children in good health. Parents and staff, working together, promote the child's total well-being.

#### Health Requirements

Each child must have a complete health forms on file signed by a physician, and all immunizations must be recorded and up to date.

- *Preventing health problems:* The center will take every precaution to make sure your children remain safe and healthy in the program. We do this by overseeing a child's nutrition and activity needs, following strict sanitation procedures, getting enough fresh air, and excluding children from attending who have communicable diseases.
- *Absences:* Please call the YMCA to report your child's absence. Child must be fever-free (less than 100 degrees) without medication for 24 hours before returning to preschool.
  - Your child should be kept out of preschool if the following symptoms are present: Earache, diarrhea or upset stomach, fever or runny nose, red eyes, excessive coughing, vomiting, sore throat, skin rash or infection, head lice or visible nits.
  - A re-entry note from your child's physician is required when returning to school after any absence due to communicable diseases including: chicken pox, mononucleosis, scarlet fever, hand, foot, and mouth disease, pink eye, strep throat, hepatitis, or impetigo.
- *Illness:* In the event your child becomes ill, develops a fever, or displays any cold or flu symptoms such as runny nose or coughing, you will be contacted and asked to pick your child up from program.

### Medication

Medication should be administered at home whenever possible. Our center staff is not permitted to administer any medication including Aspirin/Tylenol. Exceptions may be made on a case by case basis upon prior approval by the Center's Director. Parents may submit a signed "Request for Administering Medication at School" form for the approval process. When approval is granted the following practices will apply:

- All medicines will be kept secured in the office.
- Prescription drugs: If a request is made to dispense a prescription drug, it must be brought to the school in the original, properly labeled prescription bottle with the name of the child, doctor, drug, dosage, and directions for administering. Written permission from the parent is required.
- Over –The Counter Drugs: If a request is made to dispense an over-the counter drug, it must be brought to the school in the original, properly labeled container. Written permission is required from the parent together with instructions, dosage, time and date the medication is to be given.

### Child Safety

Please be aware that the center is mandated by the Child Protection Law to report to the Department of Protective Services any suspected case of child physical, emotional, or sexual abuse and child neglect. Staff members are held to the YMCA of Honolulu's Code of Conduct.

## Emergency Procedures

### Fire Drills

Monthly announced and unannounced fire drills are held in preschool. Practice sessions will be held so children will not be frightened by the sound of the alarm. (Please note that not all monthly fire drills will have an alarm sound). During the drills, children will leave our facility in an orderly fashion, rapidly walking to the designated meeting place. In the event our facility is damaged by fire and not habitable, we will care for the children in an appropriately secured area and call for you to pick up your child as soon as possible.

### Tsunami

- *In the event a Tsunami Watch is announced over the radio and television:* The announcement will identify an estimated initial wave arrival time (which will help us in determining how fast we must move) and we will immediately begin preparing for the issuance of a Tsunami Warning.
- *In the event a Tsunami Warning is announced over the radio and television and accompanied by the sounding of the Civil Defense sirens:* We will immediately turn on our radio and listen for the Civil Defense instructions.

In the event of a Tsunami Watch or Warning, staff will remain with the children and care for them until you can safely pick them up. If a Tsunami Warning is issued or a local Tsunami-producing earthquake occurs before our programs have begun, preschool will be cancelled for the day.

### Hurricane/Tropical Storm

Hurricane or Tropical Storm watches are issued by the National Weather Service 36 hours prior to the arrival of storm effects. Hurricane or tropical storm warnings are issued when one of these storms could affect Oahu in 24 hours or less. When a watch is issued, YMCA staff will monitor the storm and make decisions to close the program before the issuance of a hurricane warning. Upon the issuance of a hurricane watch during program hours, you should make arrangements to pick up your child as soon as it is safe to do so.

### Earthquake

Should an earthquake of significant magnitude occur on or close to Oahu, our buildings could be damaged. We can also anticipate considerable disruption to our road networks. If your child is at our program, you may not be able to get to them even though you live close by.

- If we are indoors when earthquake shaking begins, we will stay indoors and take cover under tables, supported doorways, etc. If we are outdoors, we will stay outdoors and move toward the parking area, away from electrical lines and tall trees.
- Following an actual earthquake, when the shaking has stopped, we will first treat and care for anyone who is injured and then evaluate the structural integrity of the building. Please be assured that we will take care of the children until you can safely pick them up.
  - If the buildings are sound, we will remain in place and listen on our radios for Civil Defense instructions. As recommended by Oahu Civil Defense, we have made preparations to survive for up to 72 hours without outside assistance.
  - If the buildings are damaged or could sustain damage as the result of an aftershock, we will gather ourselves and our survival kits and attempt to move to an open area in the neighborhood. We will sustain ourselves the best way we can, for as long as necessary, until assistance can be provided by civil authorities.

If you need further information, you may contact the Oahu Civil Defense Agency at 523-4121. The YMCA will, to the best of our ability, inform local radio stations for public announcements regarding any possible Center closures or modifications to program hours.

### **YMCA of Honolulu Liability Insurance**

The YMCA of Honolulu maintains current liability insurance coverage at all times. However, if for some reason the insurance is terminated or canceled, the YMCA shall provide written notice to each parent or guardian of a child, no later than seven working days.

### **Children, Parents, and the Leeward YMCA**

#### **Engaging Parents and Families**

The Center believes that parent involvement is necessary to the success of any child care program. Therefore, parents are always welcome to visit the program without prior notice. Staff will take every opportunity to share verbally with you information about your child at the beginning and end of the day and over the phone or during annual parent-teacher conferences. Staff will also communicate through daily information sheets, curriculum plans, and newsletters. Throughout the year, we schedule

classroom and program events to help families have fun together and meet other families. It's always nice to have someone to relate to who is experiencing the same things you are.

### Changes at home

We are aware that families come in all shapes and sizes. To help us give your child the most successful experience we can, we ask that you inform us of any changes in your family life. Sometimes changes that adults adjust to easily are more difficult for your child.

Remember, we are in this together – partners! Together we will work with your child so he or she is growing, learning, and developing secure attachments. Some families think of the center staff as an extension of their family. Our objective is to be as family friendly as possible, helping you successfully balance your work and family needs. Together we can build strong kids, strong families, and strong communities to make a better future for all.

### Fundraising

The YMCA of Honolulu has a yearly fundraising campaign called “Annual Campaign” to help provide financial assistance to those in need for YMCA programs and membership. Each YMCA staff and participant is asked to participate in the AC campaign in some way. This campaign runs typically for 4 weeks in Feb/March. Parents are not required to donate but are encouraged to. The monies raised through this campaign assists the Leeward YMCA in annually providing over \$100,000 in financial assistance to families, youth, teens, seniors, and adults in need.

The Leeward YMCA is proud to provide a safe, quality driven and fun learning atmosphere for your child. We appreciate that you chose our pre-school and we look forward to having your child and you as a parent or guardian involved in our program.

Mahalo,

The Leeward YMCA

Attachment A  
Updated 07/01/2021

2021 – 2022 Tuition Payment Schedule

**Due prior to the start of program:**

Completed application

Non-refundable, deposit: \$200.00 (will be applied to first month’s tuition)

NOTE: We currently qualify for USDA’s Food Service Program, a federally funded, state administered program. This program allows us to provide free lunches for all of our participants until further notice, however, please continue to provide at least 2 daily snacks for your child and a daily water bottle. Lunches will be provided by Lanakila Pacific. Please refer to page 10 for snack recommendations. We will notify parents if we can no longer provide free lunches.

See table below for tuition and payment options for the 2021 – 2022 School Year. Please note, optional morning and afternoon care are currently on hold until further notice.

First month’s payment can be made with credit card, check, or cash. Please make check out to:

**Leeward YMCA**

**2021 – 2022 Tuition Options:**

Option 1	Due Date/Draft Date	Full-Time Fees	Part-Time Fees	Additional Fees Morning Care	Additional Fees Afternoon Care
Year in full paid by credit card, check, cash, or electronic funds transfer	\$200.00 due at the time of enrollment; balance due: August 1, 2021	\$9,000.00	\$4750.00	\$1,290.00	\$3220.00
Option 2	Due Date/Draft Date	Full-Time Fees	Part-Time Fees	Additional Fees Morning Care	Additional Fees Afternoon Care
Monthly fees paid by credit card, check, cash, or electronic funds transfers	August 1, 2021	\$900.00	\$475.00	\$129.00	\$322.00
	September 1, 2021	\$900.00	\$475.00	\$129.00	\$322.00
	October 1, 2021	\$900.00	\$475.00	\$129.00	\$322.00
	November 1, 2021	\$900.00	\$475.00	\$129.00	\$322.00
	December 1, 2021	\$900.00	\$475.00	\$129.00	\$322.00
	January 1, 2022	\$900.00	\$475.00	\$129.00	\$322.00
	February 1, 2022	\$900.00	\$475.00	\$129.00	\$322.00
	March 1, 2022	\$900.00	\$475.00	\$129.00	\$322.00
	April 1, 2022	\$900.00	\$475.00	\$129.00	\$322.00
	May 1, 2022	\$900.00	\$475.00	\$129.00	\$322.00

**Kid's Prep Preschool  
School Year 2021 – 2022  
Preschool Operating Policies / Parent Handbook &  
Attachment A Tuition Payment Schedule  
Updated 07/01/2021**

**Receipt / Review Acknowledgement Form**

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**I/We have received and read the Preschool Operating Policies / Parent Handbook & Attachment A Tuition Payment Schedule. We agree to comply with all of the policies and procedures as they are outlined in this document updated on 07/01/2021 and will address any questions to the appropriate recipient.**

**Child's Name:** \_\_\_\_\_  
(please print legibly)

**Parent / Guardian Name:** \_\_\_\_\_  
(please print legibly)

**Parent / Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please return signed form to your child's teacher**